**FORM 1**

**Evaluative Report of the Departments**

1. Name of the Department: **Library and Information Centre**

2. Year of Establishment: **1966-67**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.: **Nil**

4. Names of Interdisciplinary courses and the departments/units involved: **Nil**

5. Annual/ semester/choice based credit system (programme wise) : **Nil**

6. Participation of the department in the courses offered by other departments: **Nil**

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**

8. Details of courses/programmes discontinued (if any) with reasons : **Nil**

9. Number of Teaching posts: **Nil**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) : **Nil**

11. List of senior visiting faculty : **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**

13. Student -Teacher Ratio (programme wise) : **Nil**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Designation** | **Staff Strength** |
| Sanctioned | Filled |
| 1 | Library& Information Officer  | 1 | 1 |
| 2 | Assistant Library& Information Officer  | 1 | 1 |
| 3 | Senior Library& Information Assistant  | 2 | 2 |
| 4 | Library& Information Assistant  | 1 | 1 |
| 5 | Library Assistant  | 1 | 1 |
| 67 | Lower Division Clerk Multitasking Staff  | 12 | 12 |
|  **Total**  | **9** | **9** |

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. : **Nil**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **Nil**

18. Research Centre /facility recognized by the University : **Nil**

19. Publications:

* Number of papers published in peer reviewed journals (national / international): **4**
* Number of papers presented in national/international conferences: **6**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in: **Nil**

 a) National committees b) International Committees c) Editorial Boards….

22. Student projects: **Nil**

 a) Percentage of students who have done in-house projects including inter

 departmental/programme

 b) Percentage of students placed for projects in organizations outside the

 institution i.e.in Research laboratories/Industry/other agencies

23. Awards/ Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists/ visitors to the department : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding : **Nil**

 a)National

 b)International

26. Student profile programme/course wise: **Nil**

27. Diversity of Students: **Nil**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : **Nil**

29. Student progression: **Nil**

30. Details of Infrastructural facilities

 a) **Library**

**Information Resource Collection**

* Print Books = 18360
* Journals Subscribed= 106

Electronic Only = 65

Print + Electronic =24

Print Only = 17

National Journals = 6

International Journals = 100

* ERMED E-Journals = 2742
* Online Archives of International Journals = 27
* Bound Volumes of Journals = 4000
* Theses and Dissertations= 1500
* International Online Bibliographic Databases = 2
* E-Books =138
* CD/DVD-ROMs = 200
* Total Collection in Digital Repository = 1490
* Newspapers = 13

**Information Services**

* Circulation Service
* Reference Service
* Current Awareness Service
* Reprographic Service
* Digital Repository Service
* Educational Resources in Medicine (ERMED) Service
* Online Public Access Catalogue
* Book CD-ROM Service
* Remote Login Service for DHLS Centres
* Internet Service
* Publication and Research Support Service

 **OTHERS**

* Working Days: Monday to Saturday
* Working Hours: 8.30 am - 8pm
* Spacious 3-storey building of 26,000 sq.ft. with five halls and 18 rooms.
* Total seating capacity of more than 150
* More than 40 computers with Internet connection.
* Digital repository platform designed on the software Equest
* Web Portal designed on Joomla Content Management Software
* Integrated Library Management System based in-house operations
* Virtual Private Network facility for DHLS Centres
* User Orientation/ Awareness Programmes
* User Feedback
* Library Committee

31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : **Nil**

33. Teaching methods adopted to improve student learning : **Nil**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : **Nil**

35. **SWOC analysis of the department and Future plans**

**Strengths**

* Comprehensive collection of information resources pertaining to the field of Speech and Hearing and allied fields.
* Early commitment to substitute online resources as they become available from traditional print subscription.

**Weakness**

* Non-availability of a few frequently used information resources in multiple copies as they are out of print

**Opportunity**

* To develop as National Information Centre pertaining to Communication Disorders

**Challenge**

* Difficulty in acquiring all the information resources on communication disorders published from different parts of the world.

**FUTURE PLANS**

* Research project on assessment of information literacy skills of speech and hearing community
* Research project on design and development of national digital research repository on communication disorders
* Implementation of electromagnetic security and CCTV surveillance system (Already Proposed)
* Up-gradation of Internet centre to a high-tech learning centre
* Digitization of out of print books with the permission of the concerned publishers

**FORM 2**

**Additional points to be prepared as per Mock Peer Team recommendations**

1. Is the department part of a school / faculty of the University ? : **No**
2. Research thrust areas recognized by funding agencies: **Nil**
3. Inter-institutional collaborative projects and grants received (a) all India collaboration (b) International: **Nil**
4. Research facility / centre with \* state recognition \*national recognition \*international recognition: **Nil**
5. Special research laboratories sponsored by / created by industry or corporate bodies. : **Nil**
6. Details of patents and income generated : **Nil**
7. Faculty selected nationally / internationally to visit other laboratories / institutions in India and abroad. : **Nil**
8. Faculty recharging strategies: **Not Applicable**
9. Code of ethics for research followed by the departments: **Not Applicable**
10. Diversity of staff – Percentage of faculty who are graduates / post graduates / doctorates of the same university from other universities within the State, from universities from other States, from universities outside the country. : **Nil**
11. Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. : **Nil**
12. Infrastructural facilities:
13. Students laboratories:

Newly installed a Language Laboratory for proving training in improving communication skills of students. The facility, which is based on a Language Lab software Orell , has 10 student modules and one teacher module.

1. Research laboratories: **Nil**
2. Was any need assessment exercise undertaken before the development of new programme(s)? If so, highlight the methodology. : **No**
3. List of doctoral, post-doctoral students and research associates: **Nil**
4. From the host university
5. From other universities
6. Does the department obtain feedback from
7. Faculty on curriculum as well as teaching-learning-evaluation ? If yes, how does the department utilize the feedback ? : **Not applicable**
8. Students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback ? : **Not applicable**
9. Alumni and employers on the programmes offered and how does the department utilize the feedback ? : **Not applicable**
10. The library and Information Centre obtains feedback from the users in the following ways:
* By using a suggestion box kept at the entrance
* A questionnaire survey was conducted among the users and a few of the suggestions received have been implemented
* A feedback form has been designed and launched on the web portal for obtaining feedback
* In addition the users are encouraged to provide feedback directly to the staff.
1. List the distinguished alumni of the department (maximum 10) : **Nil**
2. How does the department ensure that programme objectives are constantly met and learning outcomes are monitored ? : **Nil**
3. Highlight the participation of students and faculty in extension activities / extra-curricular activities such as sports and cultural events. : **Nil**
4. Give details of “beyond syllabus scholarly activities” of the department. : **Nil**
5. State whether the programme/ department is accredited / graded by other agencies ? If yes, give details. : **No**
6. Future plans of the department (particularly in the context of celebration of centenary year)
* Research project on assessment of information literacy skills of speech and hearing community
* Research project on design and development of national digital research repository on communication disorders
* Implementation of electromagnetic security and CCTV surveillance system (Already Proposed)
* Up-gradation of Internet centre to a high-tech learning centre
* Digitization of out of print books with the permission of the concerned publishers